

Instructions for Completing 5-Year Comprehensive Education Plan (5YCEP)

Fall 2009



opi.mt.gov

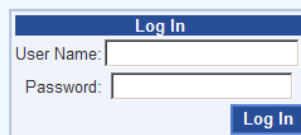
Montana
Office of Public Instruction
Denise Juneau, State Superintendent

Instructions for Completing Five-Year Comprehensive Education Plan

ACCESSING THE WEBSITE

1. Go to <http://data.opi.mt.gov/5ycplan> or click the link on the Five-Year Comprehensive Education Plan web page.
2. Login using the school or district CITRIX username and password. These are mailed to the district each June.
3. For assistance with logging in or using the web application, call the Helpdesk at (406) 444-3448
4. For assistance with creating your plan, contact Kelly Glass at (406) 444-0716, Colet Bartow at (406) 444-3583 or Kris Goyins at (406) 444-0729

Single Schools in a district must login as the District login. This only applies to districts with one single school in the district.

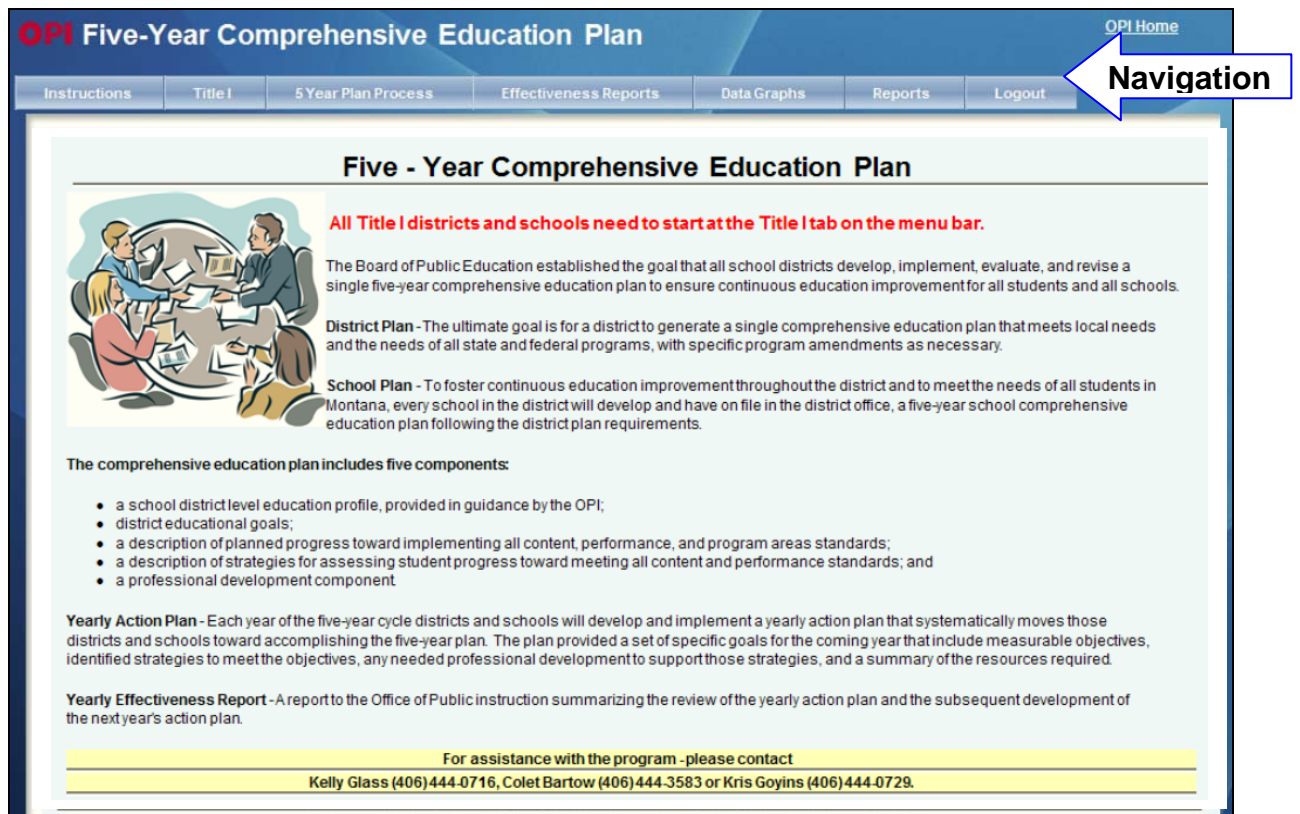


Log In

User Name:

Password:

Log In



OPI Five-Year Comprehensive Education Plan [Log Home](#)

Instructions Title I 5 Year Plan Process Effectiveness Reports Data Graphs Reports Logout

Five - Year Comprehensive Education Plan

All Title I districts and schools need to start at the Title I tab on the menu bar.

The Board of Public Education established the goal that all school districts develop, implement, evaluate, and revise a single five-year comprehensive education plan to ensure continuous education improvement for all students and all schools.

District Plan - The ultimate goal is for a district to generate a single comprehensive education plan that meets local needs and the needs of all state and federal programs, with specific program amendments as necessary.

School Plan - To foster continuous education improvement throughout the district and to meet the needs of all students in Montana, every school in the district will develop and have on file in the district office, a five-year school comprehensive education plan following the district plan requirements.

The comprehensive education plan includes five components:

- a school district level education profile, provided in guidance by the OPI;
- district educational goals;
- a description of planned progress toward implementing all content, performance, and program areas standards;
- a description of strategies for assessing student progress toward meeting all content and performance standards; and
- a professional development component

Yearly Action Plan - Each year of the five-year cycle districts and schools will develop and implement a yearly action plan that systematically moves those districts and schools toward accomplishing the five-year plan. The plan provided a set of specific goals for the coming year that include measurable objectives, identified strategies to meet the objectives, any needed professional development to support those strategies, and a summary of the resources required.

Yearly Effectiveness Report - A report to the Office of Public Instruction summarizing the review of the yearly action plan and the subsequent development of the next year's action plan.

For assistance with the program - please contact
Kelly Glass (406) 444-0716, Colet Bartow (406) 444-3583 or Kris Goyins (406) 444-0729.

The Menu bar at the top of the screen is viewable from all pages

- **Return to Home** from any page will return you to this screen.
- **Instructions** opens a new window and contains links to useful documents
- **Title I** - **If your district and/or school is a Title I district or school, you need to start the process by clicking on Title I and follow the instructions.**

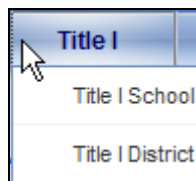
Instructions for Completing Five-Year Comprehensive Education Plan

- **5 Year Plan Process** lists the steps you should take to complete your plan.
- **Data Graphs** – This page allows you to configure and view a wide variety of graphs summarizing assessment and reporting data held at OPI; to create graphs by putting in your own data; or to upload data graphs you have already constructed.
- **Reports** allows you to print your reports to PDF.
- **Logout** allows you to exit the system when you are finished working for the day.

Note: The "**blue bars**" throughout the site are buttons that take you to other screens.

Go to Correlate Comments and Goals

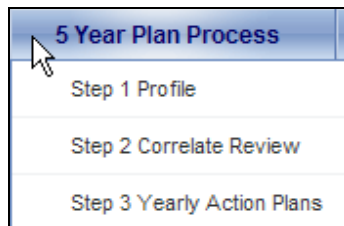
Title I Menu



Depending on whether you are logged in as a school or a district, select the appropriate menu item. The instructions on that page will step you through both 5YCEP and the applicable Title I plan.

If you are neither a Title I School nor a Title I District, proceed directly to the 5 Year Plan Process Menu.

5 Year Plan Process Menu



• Step 1 Profile

Complete the information regarding your school or district. **Save.**


Note: You will need to return to this page after you have completed Step 2 and enter your district or school goals in the appropriate text boxes.

Instructions for Completing Five-Year Comprehensive Education Plan


Step 2 - Completing the Correlate Review

- Select a correlate name to view its quality indicators and access the activity buttons for that correlate.


Academic Performance Category
[1-Curriculum](#)
[2-Evaluation/Assessment](#)
[3-Instruction](#)

 [Category Comments and Goals for Academic Performance](#)

Learning Environment Category
[4-School Culture](#)
[5-Student, Family, Community Support Programs/Services](#)
[6-Professional Development](#)

 [Category Comments and Goals for Learning Environment](#)

Efficiency Category
[7-Leadership](#)
[8-Organizational Structure and Resources](#)
[9-Comprehensive and Effective Planning](#)

 [Category Comments and Goals for Efficiency](#)

- The activity buttons and data entry instructions are the same for all correlate pages.
- Be sure to **Save**.

Instructions for Completing Five-Year Comprehensive Education Plan

For example, selecting 2 – Evaluation/Assessment under the Academic Performance Category takes you to this page:

You are logged in as : OPI Admin User CP8828 State Fiscal Year [Return to Correlate Page](#)

Category : Academic Performance
Correlate : Evaluation/Assessment

Correlate 2: The school utilizes multiple evaluation and assessment strategies to continuously monitor and modify instruction to meet student needs and support proficient student work.

2.1 Evaluation/Assessment

2.1a Classroom assessments of student learning are frequent, rigorous and aligned with Montana's Content and Performance Standards. GUIDANCE: Consider how local assessments are designed and used to assess classroom implementation of IEFA.

2.1b Teachers collaborate in the design of authentic assessment tasks aligned with the standards and relevant to the school culture.

2.1c Students can articulate the academic expectations in each class and know what is required to be proficient.

2.1d Test scores are used to identify curriculum gaps.

2.1e Multiple assessments are specifically designed to provide meaningful feedback on student learning instructional purposes. GUIDANCE: Consider how the academic progress of American Indian students is monitored to ensure they receive appropriate instructional support.

2.1f Performance standards are clearly communicated, evident in classrooms and observable in student work.

2.1g Implementation of the state-required Assessment Program is coordinated by school and district leadership.

2.1h Samples of student work are analyzed to inform instruction, revise curriculum and pedagogy and obtain information on student progress.

Press Notes Button to enter Notes for the above Quality Indicators
[Go to Quality Indicator Notes](#)

Press Comment Button to enter Plan Comments for Correlate
[Go to Correlate Comments and Goals](#)

- Select **Go to Quality Indicator Notes** to enter any information for the quality indicator notes. **Save** before returning to the Correlates page.
 - These notes would reflect analysis of applicable data.
 - Choose **Return to Correlate Page** at the top of the screen when you have completed your Quality Indicator Notes for this correlate.
- Select **Go to Correlate Comments and Goals** once you have set up or uploaded all of your pertinent data sets and entered your quality indicator notes. **(See below for information on creating data graphs)** This page provides text boxes where you can detail your challenges and how you will address them for the next five years. **Save** before returning to Correlates page.

Instructions for Completing Five-Year Comprehensive Education Plan

- You can come back to any page, whether or not it has a completed checkbox, and make additional comments. Be sure to **Save** after each addition.
- Continue to work through all correlates in each category. Select **Category Comments and Goals** for the particular category and follow instructions to complete the text boxes. Once the category comments and goals are entered, be sure to **Save**. This will result in a green circle and yellow checkmark which indicate the category has been completed.

Data Graphs Page

You are logged in as: OPI Admin User CP8828 State Fiscal Year 2009

OPI Provided Graphs User Defined Graphs Upload Graphs

Step 1: Choose Graph from Panel

Reading Proficiency

Math Proficiency

Science Proficiency

All Proficiency By Ethnic Origin

Logitudinal Enrollment

Logitudinal Dropout

Gifted and Talented

Violent Behavior

Suspension/Expulsion

Step 2: Choose Grade:

☐ K

☐ 1st

☐ 2nd

☐ 3rd

☐ 4th

☐ 5th

☐ 6th

☐ 7th

☐ 8th

☐ 9th

☐ 10th

☐ 11th

☐ 12th

Notes: If graph choice is listed as all grades you have no options in this step.
Grades are filtered based upon graph type not by individual schools.

Step 3: Choose Data Format

☐ Display Percent ☒ Display Count

Note: All Percent must be "stacked bar" graph type

Step 4: Choose Graph Type:

Normal Bar

Step 5: Choose Graph Orientation:

☒ Vertical ☐ Horizontal

Current Selections:
Graph:
Grade:
Format: Count
Type: Bar
Orientation: Vertical

Toggle Graph Legend On/Off

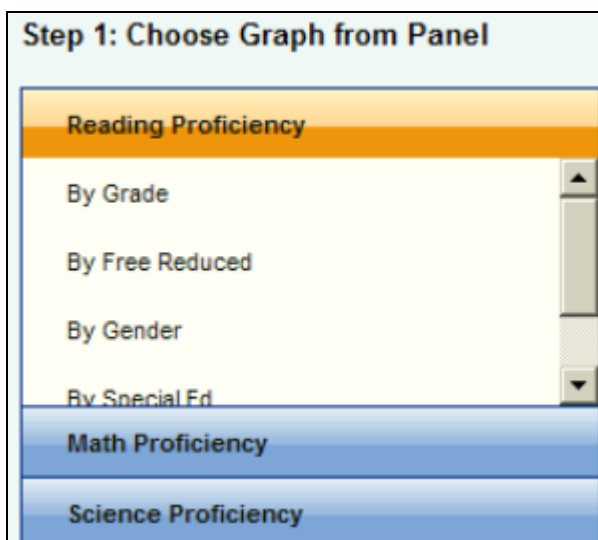
Create Graph

This page allows you to (1) configure and view a wide variety of graphs summarizing assessment and reporting data held at OPI; (2) create graphs by putting in your own data; or (3) upload data graphs you have already constructed.

Instructions for Completing Five-Year Comprehensive Education Plan

OPI Provided Graphs

Step 1



Step 1: Choose Graph from Panel

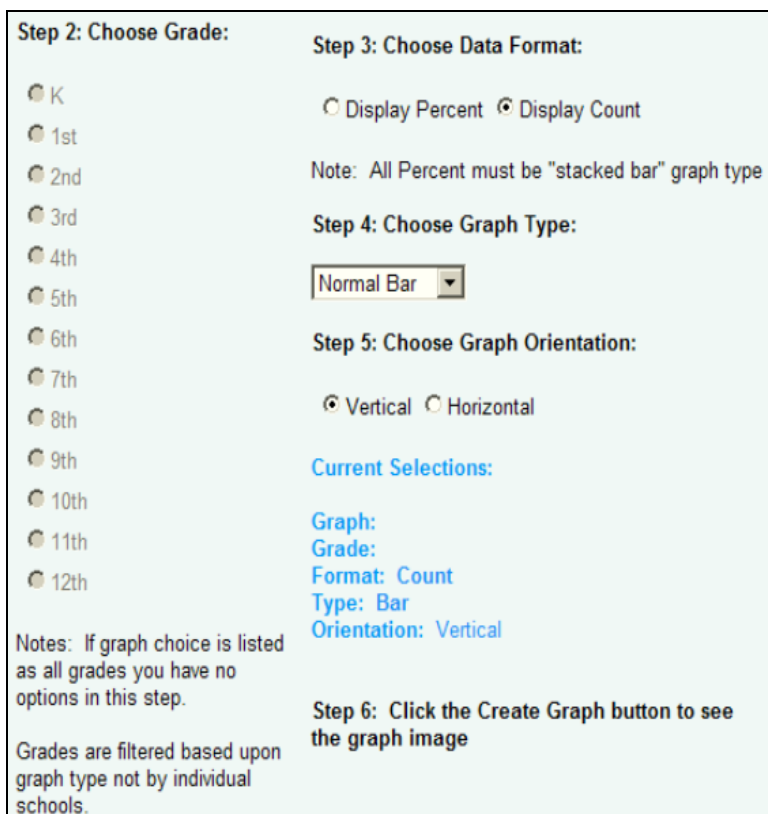
Reading Proficiency

- By Grade
- By Free Reduced
- By Gender
- By Special Ed

Math Proficiency

Science Proficiency

Each graph category gives you a variety of ways to view the data.



Step 2: Choose Grade:

☐ K
☐ 1st
☐ 2nd
☐ 3rd
☐ 4th
☐ 5th
☐ 6th
☐ 7th
☐ 8th
☐ 9th
☐ 10th
☐ 11th
☐ 12th

Step 3: Choose Data Format:

☐ Display Percent ☒ Display Count

Note: All Percent must be "stacked bar" graph type

Step 4: Choose Graph Type:

Normal Bar

Step 5: Choose Graph Orientation:

☒ Vertical ☐ Horizontal

Current Selections:

Graph:
Grade:
Format: Count
Type: Bar
Orientation: Vertical

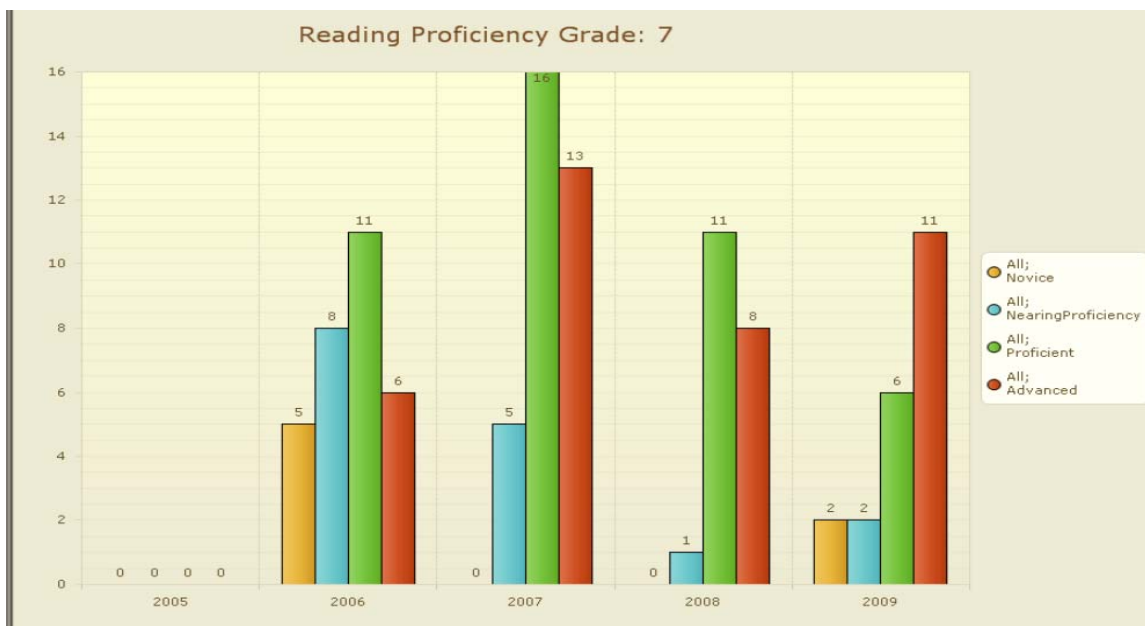
Step 6: Click the Create Graph button to see the graph image

Notes: If graph choice is listed as all grades you have no options in this step.
Grades are filtered based upon graph type not by individual schools.

The remaining steps allow you to continue to configure your graph.

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Sample Graph:



Only one graph at a time can be loaded. However, these graphs can be saved by downloading them to your computer as a picture.

USER DEFINED GRAPHS

This function contains empty grids for you to enter data that you would like displayed as a graph.

You are logged in as : OPI Admin User CP8828 State Fiscal Year 2009

OPI Provided Graphs **User Defined Graphs** Upload Graphs

This section is used to graph data that you may have. This data is not saved in the database.
If you would like to save a graph that you create on this page, right click and choose save.
You may then use the upload graphs tab to store the graph in the database.

To remove a series just edit it and delete all data in the year columns. Once data is entered choose the Update button to generate graph.

Enter Graph Title:

Change Graph Orientation:
☒ Vertical
☐ Horizontal

For best performance:
JavaScript must be enabled on all browsers
Caching on Internet Explorer must be activated
Browser scripting on Internet Explorer must be enabled

	ID	Series	2005	2006	2007	2008	2009
<input type="button" value="Update"/> <input type="button" value="Cancel"/>	1	<input type="text" value="series name"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="button" value="Edit"/>	2	<input type="text" value="series name"/>					
<input type="button" value="Edit"/>	3	<input type="text" value="series name"/>					
<input type="button" value="Edit"/>	4	<input type="text" value="series name"/>					
<input type="button" value="Edit"/>	5	<input type="text" value="series name"/>					

Instructions for Completing Five-Year Comprehensive Education Plan

UPLOAD GRAPHS

You are logged in as : OPI Admin User CP8828 State Fiscal Year 2009

OPI Provided Graphs User Defined Graphs **Upload Graphs**

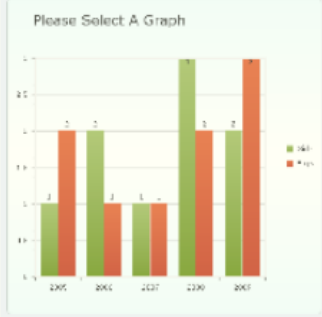
Add graph image from local source (100 KB Max) (Allowed file types are: *.jpg, *.jpeg, *.png and *.gif)

Step 1: Locate your image file
 Browse...

Step 2: Select Category that this graph relates to
Academic Performance ▼

Step 3: Click on Upload Image to store the graph
Upload Image

Format of uploaded graph:

Image Thumbnail	Category	Image ID	Graph ID	File Type	Size (bytes)	
	Academic Performance	3	340	image/x-png	20034	Delete

Multiple graphs can be uploaded and stored using this function. Excel graphs must first be saved as a *.jpg, *.jpeg, *.png or *.gif file before uploading to this page. If you do not have the software necessary to save Excel graphs, you may copy an Excel graph in to a single PowerPoint slide and Save As with one of the above file types.

Instructions for Completing Five-Year Comprehensive Education Plan

Step 3 - Completing the Yearly Action Plans

Once you have all the categories complete, you will go to **Step 3 Yearly Action Plans**. Text boxes have been provided which support the required format for the yearly action plan goals. The text boxes have a limit of 7000 characters. You can copy and paste from other documents into these boxes. Be sure to **Save** any changes or additions before you exit this page.

Reports

The Reports menu gives you the option to print any of the documents you have created to a PDF format. You can save these documents to your computer.

Note: At this time, graphs will not printout as part of the reports. You have the option with any of the graphs to save each as a "picture" to your computer and then they are available for your use in documents and PowerPoint presentations.